

Request for Proposal Terms of reference

Subject: Request for Proposal– Product Development Expert
 Reference: CLST-IL-00034
 Posted Date: September 11, 2024
 Deadline: September 20, 2024

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

ABOUT CATALYST

Catalyzing Youth Shaping Transformation is a dynamic program designed to ignite positive change among North Lebanon's youth, with a specific focus on gender dynamics and community building in sustainability. Catalyst is part of the PCL project that is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). PCL is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Social Affairs and in cooperation with INJAZ Lebanon and the municipalities of Al Minaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

Overview

INJAZ Lebanon is seeking an experienced Product Development Expert to provide one-on-one coaching sessions for two teams from the CATCH track. The teams are working on transforming waste materials (fabric and wood) to consumer products. These teams are in the early prototyping stage and require expert guidance to refine their business model and products to align with the principles of circular economy combined with a social impact for the targeted audience. The expert is expected to work closely with the team on a detailed design plan for their final product ensuring that the outcome is well-suited for the target audience, feasible and capable of achieving a positive environmental and social impact.

Coaching Overview

- Duration & Location (Date and time will be determined later)

	#Sessions	#Hours per Day	Total hours
2 teams	3/ team	2	12

- The one-on-one sessions are designed to equip up to 2 semi-finalists teams from the CATCH track. The coaching phase will consist of up to 3 training sessions per team of 2 hours each, totaling 12 hours.

Objectives

- To guide participants through the technical development of their prototypes, ensuring that the products meet quality standards and can be scaled for market readiness.
- To provide expert advice on material selection, prototyping techniques, and product lifecycle management, with an emphasis on sustainable and circular design.

- To help participants improve product durability, functionality, and market appeal through iterative design processes and testing.
- To assist teams in sourcing eco-friendly materials and optimizing production methods that reduce waste and enhance sustainability.
- To help the teams refine their products while adhering to circular economy principles by ensuring the products are durable, repairable, and recyclable.

Scope of Work

The **Product Development Expert** will be responsible for providing comprehensive coaching focused on the technical aspects of product development for teams working on waste-based consumer products. Both teams are in the early prototyping phase and require expert guidance on refining their designs, selecting sustainable materials, and ensuring functionality. The expert will prepare a tailored coaching outline for each team based on their unique project needs. The sessions will include product development techniques, material selection, prototyping methods, and iterative design improvements. The goal is to develop functional, durable, and environmentally friendly products that align with the principles of circular economy. In addition to technical guidance, the expert will ensure that the products meet targeted audience requirements and help teams identify opportunities for continuous improvement.

Role and Responsibility

- Develop a customized coaching plan for each team, addressing the unique technical aspects of their projects.
- Provide in-depth guidance during each session, ensuring that participants make significant progress towards developing a working prototype and gain a clear understanding of the technical requirements of their projects.
- Offer continuous feedback and support throughout the sessions, helping participants troubleshoot issues, refine their project designs, and align their work with sustainability and circular economy principles.
- Ensure that the coaching sessions result in actionable outcomes, with teams equipped to implement their projects effectively and sustainably.

Deliverables

In addition to delivering the coaching sessions, the selected expert will be responsible for consolidating the insights, and recommendations, generated during the sessions into one comprehensive report/document:

The report should include the following:

- Coaching Sessions Overview
- Participant Profiles
- Coaching Objectives
- Content Covered
- Attendance and Participation
- Challenges and Successes
- Recommendations (to generate a guideline agreed upon with the team members).

Qualifications

- The applicant should have a proven experience in Product Design, preferably with experience in designing products from sustainable materials and waste materials (fabric, wood, etc.).
- The applicant should have at least 5-7 years of experience working with Startups, SMEs, or entrepreneurs. **If the applicant has a startup/business in this field, it would be considered as a plus.**
- Demonstrated experience in coaching and mentoring teams or individuals, with the ability to tailor coaching strategies to meet specific needs of diverse groups
- The applicant should have strong organizational skills, attention to detail, and the ability to motivate individuals.
- Ability to multi-task and work a flexible or alternative workweek schedule based on project needs.
- Availability to deliver the workshops starting mid-September till mid-October, 2024.

Evaluation Criteria

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Certificate
- The financial proposal.

Payment Conditions:

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/over-the-counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon.

2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged to the trainer)

Submission Requirements:

(CV):
- Include a comprehensive CV that highlights your educational background, work experience, and relevant achievements.

Portfolio:
- Past projects
- Relevant Experience

Certifications:
- Attach copies of any recognized certifications in career services or related fields.

Financial Proposal:
- The financial proposal should include your hourly rate, inclusive of all costs.

Technical Proposal:
- Suggest a proposed outline and content that aligns with the objectives of the Green Basics Training.

How to Apply

To apply, please submit the following documents via email to firmas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org no later than September 20,2024. Please mention in the subject line CLST-IL-00034 - Product Development Expert.

Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Thank you